Sprint Review Template

Welcome and overview

Introduction

- *Briefly introduce the purpose of the sprint review.*

Meeting agenda review

- *Outline the key topics to be covered in the meeting.*

Sprint goal review

Restate the sprint goal

- *Remind the team of the sprint goal established during the sprint planning meeting.*

Goal achievement

- *Discuss whether the sprint goal was met and to what extent.*

Demonstration of completed work

Showcase deliverables

- *Present the work completed during the sprint, including new features, improvements, and bug fixes.*

Live demonstration

- *If applicable, conduct a live demo of the new functionality or changes.*

User stories/tasks

- *Review the user stories or tasks that were completed, partially completed, or not started.*

Feedback and discussion

Stakeholder feedback

- *Invite feedback from stakeholders and team members on the work completed.*

Customer/user insights

- *Discuss any feedback or insights gathered from users during the sprint.*

Open discussion

- *Allow time for questions, comments, or suggestions regarding the work done.*

Review of uncompleted work

Pending items

- *Identify any user stories or tasks that were not completed during the sprint.*

Reasons for incompletion

- *Discuss the reasons for not completing certain items (e.g., roadblocks, scope changes).*

Next steps

- *Decide whether these items should be moved to the next sprint or reprioritized in the backlog.*

Sprint metrics and data

Velocity and burndown chart

- *Review the sprint's velocity and any relevant metrics, such as the burndown chart.*

Team performance

- *Discuss the team's performance, including what went well and what could be improved.*

Retrospective preview

Upcoming retrospective

- *Provide a brief overview of the upcoming sprint retrospective.*

Reflection

- *Encourage the team to start thinking about what went well, what didn't, and any areas for improvement.*

Planning for the next sprint

High-level overview

- *Discuss any upcoming priorities or objectives for the next sprint.*

Backlog refinement

- *If time allows, review and refine the product backlog in preparation for the next sprint planning meeting.*

Closing remarks

Meeting summary

- *Recap the key takeaways from the sprint review.*

Acknowledgments

- *Recognize the team's efforts and contributions.*

Next meeting

- *Confirm the time and date for the next sprint planning meeting.*

Use [Tactiq](#) for your next Scrum meeting to get automated meeting agenda, notes, and summaries.